



**TOWN OF Maynard
SELECT BOARD
Unaddressed Correspondence Policy
Date Approved: August 3, 2021**

The Select Board shall not be required, nor expected, to respond to any correspondence submitted for the attention of the Select Board that does not provide clear information as the return addressee or creator, or is submitted anonymously.

A copy of the correspondence shall be provided for review by the Chair of the Select Board, and a copy may be retained by town staff.